



SCOPE OF SERVICES

Solicitation Number:

Project Name: FAULK LIBRARY / HISTORY CENTER – ARCHIVAL REPOSITORY EXPANSION

PROJECT FOR:

CITY OF AUSTIN, AUSTIN PUBLIC LIBRARY, THROUGH ITS CAPITAL CONTRACTING OFFICE

PROJECT TITLE:

FAULK LIBRARY / HISTORY CENTER – ARCHIVAL REPOSITORY EXPANSION

OBJECTIVES OF THE PROJECT:

The Faulk Library and Austin History Center are grouped together to meet the growth demands of the City's burgeoning population by adding much needed archival storage space, security for collections, and upgrading environmental controls. The campus will be reinforced as a single destination that will facilitate seamless interchanges between the Faulk Building, the Austin History Center, adjacent Wooldridge Square and many nearby historical sites.

With sustainability as a project goal, the work to the Faulk Building includes but is not limited to modifying the 2nd and 3rd floors of JHF to meet minimal archival storage standards. Removing existing carpet and providing a sealed, epoxy-coated concrete flooring finish or similar types. Additional work includes upgrading the building Mechanical, Electrical, Plumbing systems (M/E/P) and Elevator Retrofit. Infrastructure upgrades at the Austin History Center include wheel chair lift replacements, lead-based paint abatement, renovation of worn finishes, lighting retrofit, and renovation of exteriors to redress structural and aesthetic improvements.

The work also entails improvements to the existing, occupied, historic, three-story center. System upgrades include HVAC and electrical components, life safety systems, interior and exterior security camera and card access system, miscellaneous new construction, signage and retrofit for ADA compliance purpose. The work also includes miscellaneous asbestos and lead-based paint abatement, minor demolition, salvaging of existing materials, minor exterior work including replacement of landscaping, interior construction, patching and equipment retrofits interior partitions, ceilings, wall and floor finishes, toilet accessories and signage.

BACKGROUND:

The Austin History Center (AHC) building is a City of Austin Historic Landmark as well as a Registered Texas Historic Landmark. It is also listed on the National Register of Historic Places. Its historic collections, research services, public exhibits and programs attracts approximately 45,000 visitors annually, with 25% of those visitors from out of town.

Due to the growth demands of the City's increasing population, there is a need to combine

The Faulk Library and Austin History Center, located at 800 and 810 Guadalupe St. in Austin, Texas 78701, into an Austin History Archival Repository Center to meet the high demand of the archival storage space and security for collections. The Center will be reinforced as a single destination that will facilitate seamless interchanges between the Faulk Building, the Austin History Center, adjacent Wooldridge Square and many nearby historical sites.

ANTICIPATED SERVICES:

This project requires a consultant team with experience in the architectural design of archival repository centers, with a strong emphasis in community-based facilitation, and public engagement.

The selected consultant should have experience in designing a variety of archival repository center projects with an emphasis on sustainability, and community engagement.

The selected consultant should have experience in working with the Integrated Project Delivery Process to collaborate with a Construction Manager at Risk (CMR) and Commissioning Agent (Cx). The CMR will be retained by the City under separate contract to deliver the project within a Guaranteed Maximum Price (GMP). The Cx will be retained by the City under separate contract to confirm systems performance requirements in conformity with design intent.

This project will include Architectural/Engineering consulting services for all phases of the project including:

1. Preliminary Phase: Confirm Planning Strategy

- a. Analysis of applicable city, state and federal codes and regulations affecting the rehabilitation of the History Center/Faulk Library and its immediate environs with particular attention to the requirements of the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- b. Discussion of permitting processes and determination of applicable codes for the proposed project; coordinate efforts with City of Austin departments, State, and Federal agencies with jurisdictional oversight.
- c. Review of the building and previous site studies, with detailed assessment of the current structural, building envelope, drainage, mechanical, electrical, plumbing and life safety systems.
- d. Review and documentation of the History Center/Faulk Library cultural resources and historical designations. Identify opportunities and challenges for implementation of the recommended program and phasing.

- e. In coordination with City staff, develop a facility program, a detailed scope of work and a phased schedule for rehabilitation efforts. Engage stakeholders in the planning strategy.
- g. Coordinate with Austin History Center Association and/or Texas Historical Commission to ensure full compliance with the historic preservation principles.
- h. Align with ongoing site improvements, particularly those impacting the pathway connecting the two buildings.
- i. Project is required to achieve minimum LEED Silver certification. Identify sustainability opportunities, discuss and track progresses at each phase.
- j. Provide public engagement and outreach plan during planning and designing through Austin Public Library Public Information Office. Provide bi-lingual (Spanish speaking) outreach literature and presentation assistance.
- k. Provide formal public meetings and outreach plan.

2. Design Phase, Schematic Design

- a. Create a schematic layout of the pathway connecting the two buildings and the surrounding plaza, with the emphasis on the historic aspect of the Austin History Center.
- b. Prepare and present plans and sketches to illustrate elements in agreed scope of work. Include access, life safety, and historical elements.
- c. Identify and outline permitting process for proposed improvements including the development of necessary agreements, amendments or variances to ensure site code requirements, and utilizing historical preservation best practices.
- d. Coordinate with the City of Austin Development Review Department regarding applicable site plan approvals, parking lot reconfiguration, and related utilities requirements.
- e. Vet schematic plans with Texas Historical Commission, City of Austin Historic Preservation Office and the Austin History Center Association.
- f. Develop a phasing operations strategy to maintain Austin Public Library programs, to allow public access to the History Center during peak usage periods for continuous use.
- g. Evaluate progresses and track sustainability measures toward LEED certification.

h. Provide preliminary budget analysis for the development of the proposed improvements by phase. Provide cost estimate for proposed efforts inclusive of professional services and associated permitting fees.

i. Provide recommendations for phasing strategy of project implementation.

3. Design Phase, Design Development

a. Confirm construction phasing strategy.

b. Develop site and parking lot reconfiguration plans with staff and public engagement.

c. Develop building rehabilitation plans with staff and public engagement.

d. Detail automated access improvements for possible early implementation.

e. Evaluate progress and track sustainability measures towards LEED certification.

f. Obtain necessary site development and building permits including any needed variances/amendments, a State Antiquities permit, and/or the Certificate of Appropriateness.

g. Provide cost estimate.

h. Ensure that the project meets all the specifications and codes requirements throughout the whole project cycle.

4. Design Phase, Construction documents

a. Complete full construction bid documents including plans and specifications.

b. Secure an initial building permit.

c. Coordinate with approval of required variances or amendments.

d. Evaluate progress and track sustainability measures towards LEED certification.

e. Complete Registered Accessibility Services (RAS) review and submit completed documents to the Texas Department of Licensing and Regulation (TDLR).

f. Provide cost estimate (itemized).

5. Bid-Award Execution Phase

a. Assist with City's construction procurement process, issue bidding addenda as required; multi-phased bidding is expected.

6. Construction Phase Services

- a. Work collaboratively with the Construction Manager At Risk (CMR) to provide Construction Administration support to the owner regarding all design and construction issues throughout the whole project life cycle.
- b. Schedule recurring meeting with stakeholders.
- c. Prepare all meetings sign-in sheets, agendas, meeting notes, and distribute the notes to stakeholders accordingly.
- d. Review Request for Information (RFIs) and submittals, and provide responses to those on a timely manner.
- e. Work with the Project Team, the General Contractor (GC) to resolve any project issues throughout the whole project life cycle including the warranty phase of the project.
- f. Verify that the project meets all the specifications and codes required and develop a punch list of any defective items for the GC to fix those on a timely manner.
- g. Provide an accurate punch list of all items that required to be fixed to GC for correction and work with the Project Team to get the issues resolved in order to move forward to Substantial Completion.

7. Post-Construction & Warranty Phase Services

- a. Work with GC to resolve the 'As Built' in order to complete the recorded documents.
- b. Provide closing documents which include the recorded documents.
- c. Work with the Project Team to develop a list of lessons learned from the project.
- d. Coordinate with the Project Team, the GC (and subs) to get issues under warranty resolved on a timely manner.

SOLICITATION SCHEDULE:

RFQ Issued – 10/15/2019

Pre-Response Meeting – 10/22/2019

Submittals Due – 11/20/2019

Interviews (if needed) – early December

City Council (anticipated) – February 2020

Contract Executed (anticipated) – March 2020

PROPOSED PROJECT SCHEDULE:

The anticipated project duration is approximately 16 months from Notice To Proceed (NTP) through Construction Documents completion inclusive of any and all public engagement, boards, and commissions.

COST ESTIMATE:

The professional services fee is estimated to be \$1,600,000 and the estimated construction cost is \$12,700,000. Additional funds may become available during the duration of the scope of work to fund any and all proposed construction projects as identified and described here in. Funding for additional scope of work to address scope expansion shall be considered based on funding becoming available. Any and all additional tasks, services and deliverables will be negotiated.

MAJOR AND OTHER SCOPES OF WORK:

Below is a list of the major scopes of work that the City has identified for this project. The experience of the firms listed to perform the Major Scopes of Work, whether a subconsultant or prime firm, will be evaluated under Consideration Item 6 – Major Scopes of Work – Comparable Project Experience.

In addition, the City has identified Other Scopes of work that MAY materialize during the course of the project. The City does not guarantee that the scopes listed under Other Scopes of work will materialize on this contract. If the prime consultant intends to enter into a subconsulting agreement on a scope of work not listed below, the prime consultant is required to contact SMBR and request an updated availability list of certified firms in each of the scopes of work for which the prime consultant intends to utilize a sub-consultant.

*** Major Scopes of Work (20 pts)**

- Architecture Design Services (7 points)
- Structural Engineering (3 points)
- Mechanical, Electrical and Plumbing Engineering (3 points)
- Historic and Cultural Resources Specialist (3 points)
- Public Information & Community Engagement (2 points)
- Cost Estimating (2 points)

Other Scopes of Work

- Landscape Architecture
- LEED Consulting
- Urban Planning & Design
- Traffic Engineering and/or Planning
- Civil Engineering

- ADA Accessibility Specialist
- Graphics /Design Visualization

Notes:

- Construction Inspection is **NOT** a subconsultant opportunity. These services will be performed in-house or under a separate contract, if needed, and will be determined when project assignment is made.
- Participation at the prime or subconsultant level may create a conflict of interest and thus necessitate exclusion from future contracting opportunities with the City.
- If the City determines that a conflict of interest exists at the prime or subconsultant level, the City reserves the right to replace/remove the prime or instruct the prime consultant to remove the subconsultant with the conflict of interest and to instruct the prime consultant to seek a post-award change to the prime consultant's compliance plan as described in City Code § 2-9B-23. Such substitutions will be dealt with on a case-by-case basis and will be considered for approval by Small and Minority Business Resources (SMBR) in the usual course of business. The City's decision to remove a prime or subconsultant because of a conflict of interest shall be final.
- A consultant performance evaluation will be performed on all professional services contracts. This evaluation will be conducted at the end of each Design and Construction phase.
- Please review the City of Austin's Public Participation Principles

<http://austintexas.gov/page/public-participation-principles>

CITY OF AUSTIN PUBLIC PARTICIPATION PRINCIPLES:

Accountability and Transparency

The City will enable the public to participate in decision-making processes by providing clear information on the issues, the ways to participate, and how their participation contributes to the decision.

Fairness & Respect

The City will maintain a safe environment that cultivates and supports respectful public engagement and will expect participants to do so in turn.

Accessibility

The City will respect and encourage participation by providing ample public notice of opportunities and resources and accommodations that enable all to participate.

Predictability & Consistency

The City will prepare the public to participate by providing meeting agendas, discussion guidelines, notes, and information on next steps.

Creativity & Community Collaboration

(Inclusivity and Diversity)

The City will use innovative, proven, and customized engagement solutions that are appropriate to the needs of the projects and the participants.

Stewards of Resources

The City will balance its commitment to provide ample opportunities for public involvement with its commitment to delivering government services efficiently and using City resources wisely.